



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON DC 20310-0111.

October 9, 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY 99 Resource Management Guidance

FY 99 APCs have been established and distributed to CPOCMA and CPOCs. APCs reflect costs by divisions.

All personnel should be transferred to the APC, which reflects the division in which they work. Make sure that the Customer Service Representative (CSR) is aware of these changes. These changes must be made by October 14 to be in place for the first pay-period in FY99.

Until the Appropriation Bill is signed, DOD is under a Continuing Resolution Authority (CRA). During this time, all documents requiring fund certification are to be faxed to PSD for signature at commercial (703) 695-8411, DSN 225-8411.

Funding Letters will be sent to CPOCMA and CPOCs when a Funding Authorization Document (FAD) is received in PSD by OA22. This will not occur until after the Appropriation Bill is signed. Proposed FY99 obligation plans for CPOCMA and CPOCs based on the President's Budget Submission, must be received in PSD by October 15, 1998, so they can be reviewed prior to our issuance of the funding letters.

Funding letters will be sent to each CPOC and CPOCMA on a quarterly basis. The funds will be distributed by AMSCO. Obligate these funds in accordance with the obligation plan. Reprogramming within the approved obligation plan will be accomplished in accordance with guidance from the CPOCMA. However, when reprogramming submit a new obligation plan to PSD.

Fund certification authority for CPOCMA and CPOC budget analysts will be reinstated after new signature cards (5) have been submitted to PSD. PSD will send signed fund certification authority cards to the proper agencies.

If the installation has a Self Service Supply Center activity, an account may be established for each division. Otherwise, all supply costs should be charged to the MSO. Credit cards may also be established for each division. If this is done, the only EOR that can be used with the credit card is 26RB.

To establish your DCAS ledgers for FY99, contact Managerial Accounting (Eddie Rowenhorst or Sharon Carver, DSN 227-6338). Eddie has a list of all approved FY99 APCs.



Mr. Snyder, the Director of Civilian Personnel Management and Operations, wishes to view each CPOC and CPOCMA ledger on a monthly basis. Discussions were held between Managerial Accounting (MAD) and PSD to find the easiest way to obtain this information. It was decided to have this information available by diskette. On the last day of the accounting month (the last STANFINS INPUT (SI) created transmittal date), a back-up diskette and a hard copy of Status of Funds, by element of resource, is to be sent to PSD.

Prior year Negative Unliquidated Obligations (NULOs) are to be handled at the CPOC or CPOCMA and forwarded to PSD for transmittal to MAD. MAD FY99 instructions for NULOs and joint reviews are at Enclosure 1. If funds are available within the prior year account to cover NULOs, add a cover sheet stating the shortfall.

Current year NULOs are to be found in the DATA QUERY system by using "MADNULO." All NULOs must be reconciled within 10 days of being posted in DATA QUERY.

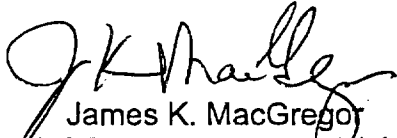
CPOCMA and each CPOC will be required to attend three joint reviews with MAD. In the past, MAD has required two face-to-face reviews and one telephone review. This year joint reviews will be held in December, April and July. Notification of the actual location, date and time of the review will be provided when dates have been finalized. Documentation required for the joint review is at Enclosure 1.

Additional funding information pertaining to FY99 will be forwarded as it is received from OA22 or MAD. More guidance is expected after the Appropriation Bill has been signed.

The implementation of the reimbursable APCs will be forthcoming when reimbursable dollars have been received.

All travel and training requests for CP10 interns are to be sent to CPOCMA, ATTN: Mr. T. Grey. Do not fund intern travel and training with CPOC funds. At the present time, Mr. Grey will approve the request; PSD will fund the documents and return them to Mr. Grey. He will then return them to the CPOC.

Any questions regarding FY99 execution are to be addressed to Ms. Nancy Groesbeck, (703) 614-9472 or DSN 224, 9472; or FAX (703) 695-8411 or DSN 225-8411.


James K. MacGregor
Chief, Program Support Division

Enclosure